

BILL ANALYSIS SECRETARY

The Senate Fiscal Agency, a nonpartisan agency of the Michigan Legislature, is seeking a secretary for the Bill Analysis Unit. Essential requirements include extensive word processing skills; a working knowledge of Microsoft Office 2010, Adobe Acrobat, and Internet Explorer; knowledge of correct English usage, spelling, and punctuation; the ability to work rapidly and prioritize workloads under short deadlines; and a high school diploma.

Starting salary is \$30,152. A detailed job description is available at http://senate.michigan.gov/sfa/main/jobdescriptions/jd_billanalsecy.pdf.

To apply, submit a resume and three references by December 3, 2012, to:

Ellen Jeffries, Director
Senate Fiscal Agency
P.O. Box 30036
Lansing, MI 48909-7536

Employment is at-will, non-Civil Service. The Senate Fiscal Agency is an Equal Opportunity Employer.